



Important information for people who re-finance or record discharges of mortgages:

Like many municipalities in Connecticut, tax payments in the Town of Manchester are due in two installments each year, the first installment is due in each July, and the second installment due the following January. Manchester sends out tax bills in the month of June of each year. The tax bill mailed in June contains both the July and January Payment coupons, and no second notice is automatically mailed for the January payment. Each year many people re-finance or pay off their mortgages after the June bill is mailed, but before the January payment is due. With this release or re-financing of a mortgage, very often, the homeowner assumes payment of property taxes. Occasionally, the second payment is over-looked in cases of mortgage discharges or re-finances, and if the January payment is not made on time, it will unfortunately result in interest charges that cannot be waived. The Town of Manchester would like to help ensure that your January installment is not overlooked. By filling out the information below, and returning this form to either the Town Clerk's Office or the Collector of Revenue, the Town of Manchester will send you a report showing the amount due in your next tax payment. Please complete the information below, and we will send you your report within 10 days of receipt. Please feel free to contact the Collector of Revenue at 860-647-3018 if you have any additional questions or need any additional information. Thank you.

Owner's Name: _____

Property Address: _____

Mailing Address: _____

Date of Request: _____